

2017-18 AEA Desk Audit

- Do not submit your Annual Progress Report (APR). Consolidated Accountability and Support Application (CASA) is under development to accept AEA APRs in the future.
- Aggregate data from districts, Healthy Indicators, and historical data for trends from EdInsight and TIER will be examined.
- No AEA will be on the Comprehensive Improvement Plan cycle this year. Please do not submit a Comprehensive Improvement Plan, the needs assessment, nor the needs assessment summary.
- Existing artifacts will be used to examine each standard. Please do not create artifacts or narratives to describe the standard. If an artifact needs supporting text to link to the standard, you may upload a brief explanatory document. Standards for Media, Technology, Leadership, and Multi-Cultural Gender Fair practices may be embedded in standards 1-4 below or addressed as stand-alone areas.
- Generally 1-2 artifacts per standard will be sufficient, for a total of 8-12 artifacts
- Suggested artifacts are listed below each heading.
- Artifacts or links to artifacts will be uploaded to [Consolidated Accountability and Support Application \(CASA\)](#)

1. School Community Planning

Support for school-community planning, including a means of assessing needs, establishing shared direction and implementing program plans and reporting progress. Iowa Code 273.11(2)(a)

- Customer satisfaction survey
- List of community partners and activities
- Calendars
- Meeting agendas
- Communications with schools, districts, and/or community partners

2. Professional Development

Professional development (PD) programs that respond to current needs. Iowa Code 273.11(2)(b)

- Survey of district PD needs
- PD calendar or course catalog noting the offerings matched to district needs
- Schedule of consultants delivering PD to districts

3. Curriculum, Instruction, and Assessment

Support for curriculum development, instruction, and assessment for reading, language arts, mathematics and science, using research-based methodologies. Iowa Code 273.11(2)(c)

- A list of internal AEA teams and services addressing Iowa Core Mathematics, Literacy, Science, Data Teams, etc.
- Agendas for data training (EdInsight, etc.)
- Plans for and/or personnel assigned to supporting Teacher Leadership and Compensation (TLC) work
- Plans for and/or personnel for supporting Multi-tiered System of Supports (MTSS)

4. Diverse Learners

Special education services ... assist school districts in the area to establish programs for gifted and talented children. Iowa Code 273.2(4)

- Students with Disabilities: 504 supports and procedures, Individuals with Disabilities Education Act (IDEA) supports and procedures, including Child Find
- English Language Learners: AEA services description (i.e., calendar, agendas, inservice), FTE allocation and job description
- At-risk: AEA services description (i.e., calendar, agendas, inservice), FTE allocation and job description
- Coordinated Early Intervening Services (CEIS) plan
- Gifted and Talented: AEA services description (i.e., calendar, agendas, inservice), FTE allocation and job description

5. Media, Technology, Leadership, Multi-Cultural Gender Fair

Support for instructional media services that supplement and support local district media centers and services. Iowa Code 273.11(2)(f)

Support for school technology planning and staff development for implementing instructional technologies. Iowa Code 273.11(2)(g)

Provide assistance to school districts for the general improvement of their educational programs and operations. Iowa Code 273.4(2)

- Summary of circulations and/or technology data
- Annual nondiscrimination notice, website and policy links
- Schedule of leadership PD/meetings
- Listing of media services/technology services available
- Supporting districts in strategic planning (i.e., invitation, agenda, powerpoint, etc.)

6. Management Services

May provide services to school districts. These services may include, but are not limited to, superintendency services, personnel services, business management services, specialized maintenance services, and transportation services. Iowa Code 273.7A

- An example of district request and services provided
- An example of AEA request and services provided
- The protocol for district requests, if no requests have occurred